

DEFINITIVE SUBDIVISION - PROCEDURE

1. Applicant submits **complete** application (see checklist on application)
2. Type up Legal Notice of Public Hearing. Make 2 copies. All 3 go to Town Clerk. (1 for Clerk, 1 for applicant, 1 for us) Tell applicant that these must go out certified to the list of abutters. Write on the green card what the project is, so we know where to file it.
3. Type up Memo to Town Clerk stating that application is complete. Make 2 copies, attach the 3 copies to 3 sets of applications. (1 for us, 1 for applicant, 1 for Clerk) Town Clerk will stamp all of these in.
4. Send out copies of the application/set of plans to the various departments.
5. Make a file for the project.
6. Fax the Legal notice to the Transcript.
7. All extensions and/or decisions must be filed with Town Clerk.